

**CURRICULUM AND INSTRUCTION
NON-PUBLIC SCHOOL GRADE PLACEMENT AND AWARD OF ACADEMIC
CREDIT - POLICY IKAB**

The School Board, in order to give credits and establish grade placements for students who have received instruction from an alternative or non-traditional instructional setting, hereby establish policy and regulation that focus on the educational experience of the individual student. Such students must meet stated requirements in order to receive credit for instruction given in the non-public setting. Non- traditional instructional settings would include, in-home schooling, any non-public school, private school, church school, charter school, correspondence school, and school attended outside of the United States.

REGULATION

Students who have received instruction from an alternative or non-traditional instructional setting and apply to enter a public school in the Carteret County School system, must meet the following requirements in order to receive any credit for the instruction given in the non-public setting. Non- traditional instructional settings would include, in-home schooling, any non-public school, private school, church school, charter school, correspondence school, and school attended outside of the United States.

Grades K-8

The public school shall be provided with:

- a. Documentation of registration of the non-public school with the Division of Non-Public Education
- b. Birth certificate
- c. Immunization record
- d. Attendance records
- e. Annual nationally standardized testing results
- f. Beginning date, ending date, number of days of instruction, and number of instructional hours.

The principal may require additional testing in order to determine appropriate grade/class placement. Testing will be administered by the school system at no cost to the student or parent.

In addition to the criteria described above, the principal may also choose to consider the student's chronological age, social development, emotional maturity,

physical development and the desire of the parent when determining appropriate grade/class placement.

The principal shall make the final decision regarding credit for grade-levels completed and final grade placement.

Grades 9-12

The public school shall be provided with:

- a. Documentation of registration of the non-public school with the Division of Non-Public Education
- b. Birth certificate
- c. Immunization record
- d. Attendance records
- e. Annual nationally standardized testing results

For consideration in the course work validation process, the student shall produce:

- a. Evidence of 150 hours of instruction (135 hours alternative) for each course.
- b. Curriculum used in each course. For home schools and foreign schools, provide a course listing with information on course concepts, competencies, teaching schedule for each course and a portfolio of student work.
- c. Transcript including course title and description, grade awarded and number of contact hours for each course.

In order to facilitate appropriate placement, the principal may require the student to take achievement or placement test(s). Testing will be administered by the school system at no cost to the student or parent.

Credit towards promotion or graduation for each course for which the student receives credit as determined by the principal, will be recorded on the student's transcript. Effective with the Graduating Class of 2010, grades received from a national or state accredited school will be recorded as submitted, with course weight consistent with NCDPI standards. Grades received from non-accredited schools will be recorded as submitted with no course weight considered. Letter grades that are submitted will be recorded on the transcript as follows: A = 93, B = 85, C = 77, D = 70, F = 65. All classes will be considered standard level for the

standardized transcript. Class rank for students transferring from a non-public school will not be calculated until the student has completed one full semester with a minimum of four courses at the public school.

The principal shall make the final decision regarding credit for any course completed.

A Carteret County High Schools' graduation diploma will be awarded only to those students who complete at least the last full semester with a minimum of four courses in the Carteret County Schools and who meet all graduation requirements specified by the Carteret County Board of Education and the North Carolina State Board of Education.

Revised: November 4, 2009